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1962
fall
semester
evening
courses

GRADUATE SCHOOL • U. S. DEPARTMENT OF AGRICULTURE
Independence Avenue, between 12th and 14th Streets, Southwest, Washington 25, D. C.

register
september 8-15



- Courses for High School and College Graduates
- Training for Federal Employees

REGISTER SEPTEMBER 8-15

General Information

Registration Week: September 8-15, in the Patio (first floor) of the Administration Building, U. S. Department of Agriculture, 14th Street and Independence Avenue, S.W., Washington 25, D. C.

Saturdays 9-4 p.m.

Monday-Friday 11-6:30 p.m.

Procedures: Registration must be completed in person, or by someone acting for the registrant. Registration may not be completed by mail. Transcripts of previous educational records are not required, but graduation from high school, or the equivalent, is the general prerequisite for all courses. The more advanced courses have specific prerequisites. These are listed in the course descriptions contained in the catalog. Copies of the catalog are available in the personnel and training offices of agencies of the Federal Government and in the Graduate School office. Copies can also be obtained at the time of registration.

Academic Credit: Any student wishing to receive credit elsewhere for Graduate School courses should consult in advance with the college or university in which he plans to take a degree.

Counseling: Members of the Graduate School staff are on hand for counseling, before and during the registration period.

Fees: The charge for tuition is in general \$12 for each credit hour, payable at the time of registration. Arrangements may be made to pay one half of the tuition at that time, in addition to a \$1.00 service charge. The second payment is due by October 12.

Late Registration: After September 15, a \$2.00 late registration fee is charged for each course. Late registrations will be accepted through September 28, with permission of the Registrar.

Course Transfers: Until September 28, students may transfer from one course to another without extra charge. After that date, there is a transfer fee of \$1.00. Transfers may be made only with the permission of the Registrar and the instructor concerned.

Federal Income Tax Deductions: According to the Internal Revenue Service regulation of April 5, 1958, expenses for education are deductible if undertaken for the purpose of "maintaining or improving skills by the taxpayer in his employment."

Class Schedule: Classes begin the week of Monday, September 17, and end the week of Monday, January 14.

Government Employees Training Act: If a student plans to ask his agency to pay all or part of his tuition under the training legislation (Public Law 85-507), he should make these arrangements in advance of registration week.

Veterans: A veteran who is applying for entrance to the Graduate School for the first time under Public Law 550 or 634 is advised to consult with the Registrar well in advance of registration week. This may assure that his certificate of eligibility from the Veterans Administration will be granted in time for the semester.

Textbooks: Textbooks can be purchased at the Graduate School Bookstore, Room 1023, South Building, at the following times:

Registration Week, September 8-15

Saturdays, 9-4 p.m.

Monday-Friday, 1-6:30 p.m.

September 24-October 12

Monday-Friday, 4:30-6:15 p.m.

First Week of classes, September 17-21

Beginning October 15

Monday-Friday, 1-6:30 p.m.

Monday-Friday, 4:30-5:30 p.m.

Withdrawals and Refunds: When a student withdraws from a course, a refund is granted in accordance with the following schedule:

Through September 28, tuition less \$5.00 for each course

October 1-12, 60 per cent of the total tuition

October 15-26, 50 per cent of the total tuition

Laboratory fees are refunded only during the first week of classes.

Notice of withdrawal must be made in writing to the Graduate School office. Forms are available for that purpose. Refunds are computed as of the date that notice of withdrawal is received in the Graduate School office. No refunds will be granted for any reason after October 26.

Credit-Audit Changes: The deadline is October 26.

Parking Space—Cafeteria: Space for parking is available for students and faculty after 5:45 p.m. in three parking courts on the east and south sides of the Administration Building. The entrances are on Independence Avenue. There is also space on the Mall, north of the Administration Building.

The cafeteria, in the fourth wing of the South Building, is open from 5:00 to 6:30 p.m. Students should request cafeteria passes when they register if they plan to use the cafeteria before 5:30 p.m.

Business Office Hours: The Graduate School office, Room 1031, South Agriculture Building, 14th Street and Independence Avenue, S.W., Washington 25, D. C. is open from 9:00 a.m. to 6:15 p.m., Monday through Friday. Telephone DUdley 8-6337 (Code 111, extension 6337).

SCHEDULE OF CLASSES

Registration September 8-September 15

Classes begin September 17

No.	Course title (Cr.)	Instructor	Day	Time	Fee	Catalog page
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BIOLOGICAL SCIENCES

- 1-115A. Introduction to Modern Biology (First Half) (2) Margulies Tu 6:10-8 and field trips to be arranged \$24 and \$1.00 laboratory fee p. 13
- 1-126. Medical Terms Simplified (2) Bollo Th 6:10-8 \$24 p. 13
- 1-90A. Basic Principles of Laboratory Animal Care (First Half) (non-credit) Hill and Associates Tu 6:10-8:40 \$36 p. 13
- 1-560. Fundamentals of Medical Microbiology (3) Kimler F 7-9:30 \$36 p. 14
- 1-570A. Design of Experiments in Biological Sciences (First Half) (2) Koch W 4:45-6:35 \$24 p. 14 (Meets at Plant Industry Station, Beltsville, Maryland.)
- 1-603. Advances in Plant Breeding and Genetics (2) Weiss Tu 7-8:50 \$24 p. 14 (Meets at Agricultural Research Center, Beltsville, Maryland.)
- 1-130. Physical Environment of Central Atlantic Region (2) Osborn, Pyle, and Pistrang M 6:10-8:20 (8 weeks beginning September 17) Field trips October 20, November 3, December 1 \$24 p. 15
- 1-131. Basic Biology (1) Dillon M 6:10-8 (8 weeks beginning November 19) \$12 p. 15
- 1-13. Introduction to the Outdoors (non-credit) Buck and Associates W 6:10-8 (8 weeks beginning September 19) Field trips September 22, October 6, November 17 \$12 p. 15
- 1-136. Nature Teaching and Leadership Techniques (1) Buck and Trot W 7-9 (8 weeks beginning September 19) Field trips September 22, October 6 and 20 \$12 p. 15 (Meets at Audubon Naturalist Society Headquarters.)
- 1-137. Conservation Ethic (1) Briggs W 7-9 (8 weeks beginning November 14) \$12 p. 16 (Meets at Audubon Naturalist Society Headquarters.)
- 1-138. Biotic Communities: Deciduous Forests (1) Osborn and Williams W 7-9 (8 weeks beginning September 26) Field trips September 29, October 13 and 27 \$12 p. 16 (Meets at Audubon Naturalist Society Headquarters.)

LANGUAGES AND LITERATURE

English—Grammar and Writing

- 2-25. Effective Study and Learning Efficiency (non-credit) Weigand W 6:10-8 \$24 p. 20
- D2-95. Improving Reading Ability (non-credit) Willmore M-W 6-7:50 (8 weeks) \$52 p. 20
- 2-37. English for Foreigners (non-credit) Weeks Th 6:10-8 \$24 p. 20
- 2-112. Practical English Usage (2) \$24 p. 20
Section I Reed Tu 6:10-8
Section II Pritzker F 6:10-8
- 2-119. Vocabulary Building (2) Jones Th 6:10-8 \$24 p. 20
- 2-222A. English Composition (First Half) (3) Reed W 6:10-8:40 \$36 p. 21
- 2-223. College Grammar (3) Harman Tu 6:10-8:40 \$36 p. 21
- 2-226. Official Writing (2) McCormick Tu 6:10-8 \$24 p. 21
- 2-235. Fiction Writing (2) Arnold M 6:10-8 \$24 p. 22
- 2-280. Feature Writing (2) Dolan Tu 6:10-8 \$24 p. 22
- 2-450. Technical Writing (2) Gilstrap M 6:30-8:20 \$24 p. 22

Literature

- 2-330. Great Books (2) Ruppert Tu 6:10-8 \$24 p. 23

Information Methods

- 2-220. Indexing (2) Kozak Tu 6:10-8 \$24 p. 23
- 2-225. Principles of Editing and Their Application (3) George M 6:10-8:40 \$36 p. 23
- 2-239. Intermediate Editing (3) Perlmutter W 6:10-8:40 \$36 p. 24
- 2-412. Editing Technical Manuscripts (2) Reynolds M 6:10-8 \$24 p. 22
- 2-415. Producing the Popular Publication (2) Feldman Th 6:10-8 \$24 p. 24
- 2-460. General Communications Art-Seminar (2) Taylor M 6:10-8 \$24 p. 25
- 2-243. Using Visuals Effectively (2) Granahan Th 6:10-8 \$24 p. 25

Library Techniques

- 2-125. Introduction to Library Service (2) Payne and Associates M 6:10-8 \$24 p. 25
- 2-135. Introduction to Cataloging and Classification (2) \$24 p. 25
Section I Tate Tu 6:10-8
Section II Birch Th 6:10-8
- 2-137. Basic Reference Service and Reference Tools (2) Birch Tu 6:10-8 \$24 p. 26
- 2-138. Introduction to Bibliographic Science (2) Popecki Th 7:10-9 \$24 p. 26
- 2-145A. Law Librarianship (First Half) (2) Instructor to be announced W 6:10-8 \$24 p. 26
- 2-114. Maps and Charts (2) Bahn M 6:10-8 \$24 p. 26
- 2-150. Information Practice in Science and Technology (2) Sherrod Th 6:10-8 \$24 p. 26
- 2-160. Seminar in Library Techniques (3) Sherrod (Coordinator) To be arranged \$36 p. 27

Speech

- 2-228. Public Speaking for Beginners (2) Miller W 6:10-8 \$24 p. 27
- 2-229. Advanced Public Speaking (2) Nelson W 6:10-8 \$24 p. 27
- 2-232. Voice and Remedial Speech (2) Warren Th 6:10-8 \$24 p. 27

(Schedule of Classes continued inside)

SCHEDULE OF CLASSES—CLASSES BEGIN SEPTEMBER 17

No.	Course title	(Cr.)	Instructor	Day	Time	Fee	Catalog page
Foreign Languages							
2-58A.	Latin for English (First Half) (non-credit)		Steffens	Tu	6:10-8:40	\$36	p. 28
2-201A.	Mandarin Chinese II (First Half) (4)		Tang M-Th	6:10-8	\$48	p. 28	
2-210A.	Introduction to Swahili (First Half) (6) Instructor to be announced			Th	6:10-8:40	\$96	p. 28
French							
2-253A.	Elementary French (First Half) (3)		Bargin	F	6:30-9	\$36	p. 28
2-254A.	Intermediate French (First Half) (3)		Bargin	Tu	6:30-9	\$36	p. 28
2-68.	Reading French—Grammar Review and Vocabulary Building (non-credit)		Vieira	W	6:10-8:40	\$36	p. 28
2-87.	Basic Conversational French (non-credit)		Bargin	M	6:10-8	\$36	p. 29
2-255.	Advanced French Composition and Composition (2)		Viran	Tu	6:10-8	\$30	p. 29
2-59.	Contemporary French Literature and Theater (non-credit)		Vieira	M	6:10-8	\$30	p. 29
German							
2-259A.	Elementary German (First Half) (3)		Leidecker	Tu	6:10-8:10	\$36	p. 29
2-260A.	Intermediate German (First Half) (3)		Leidecker	M	6:10-8:40	\$36	p. 29
2-96.	Basic Conversational German II (non-credit)		von Lutichau	Tu	6:10-8:40	\$36	p. 29
2-66.	Reading Scientific German (non-credit)		Leidecker	W	6:10-8:40	\$36	p. 30
2-97.	Journey Through German Lands (non-credit)		von Lutichau	Th	6:10-8:40	\$36	p. 30
Italian							
2-270A.	Elementary Italian (First Half) (3)		Rauer	Tu	6:10-8:40	\$36	p. 30
Portuguese							
2-290A.	Elementary Portuguese (First Half) (3)		Ornstein	M	6:10-8:40	\$36	p. 30
Russian							
2-295A.	Elementary Russian (First Half) (3)		\$30	p. 30			
Section I Fedayin	M	6:10-8:40					
Section II Senin	W	6:10-8:40					
2-295B.	Elementary Russian (Second Half) (3)		Boldyreff	Tu	6:10-8:10	\$36	p. 30
2-296A.	Intermediate Russian (First Half) (3)		Senin	M	6:10-8:40	\$36	p. 31
2-296B.	Intermediate Russian (Second Half) (3)		Senin	Tu	6:10-8:40	\$36	p. 31
2-299A.	Advanced Russian (First Half) (3)		Senin	Th	6:10-8:40	\$36	p. 31
Spanish							
2-300A.	Elementary Spanish (First Half) (3)		Jaffe	M	6:10-8:40	\$36	p. 31
2-301A.	Intermediate Spanish (First Half) (3)		Oenstien	W	6:10-8:40	\$36	p. 31
2-302A.	Advanced Spanish Conversation and Composition (First Half) (2)		Sterling	M	6:10-8	\$30	p. 31
2-83.	Basic Conversational Spanish I (non-credit)		Otero	M	6:10-8	\$30	p. 31
2-84.	Basic Conversational Spanish II (non-credit)		Otero	Tu	6:10-8	\$30	p. 32
2-90.	Latin American Literature (non-credit)		O'Hagan	W	6:10-8	\$30	p. 32

MATHEMATICS AND STATISTICS

Mathematics							
3-8.	Intermediate Algebra (non-credit)		Schlueter	Tu	6:10-8:40	\$36	p. 34
3-1A.	Review of College Freshman Mathematics (First Half) (non-credit)		Diamond	Tu	6:10-8	\$24	p. 35
3-102.	College Algebra (14)		McClintey	M-W	6:10-8	\$48	p. 35
3-103.	Trigonometry and Analytic Geometry (14)		Stieren	M-F	6:10-8	\$48	p. 35
3-206A.	Calculus (First Half) (14)			Section I	Bennell	M-W	6:10-8
				Section II	Linker	Tu-Th	6:10-8
3-206B.	Calculus (Second Half) (14)		Gisvold	M-W	6:10-8	\$48	p. 35
3-310A.	Introduction to Probability Theory (First Half) (3)		Raff	Tu	6:10-8:40	\$34	p. 36
3-415A.	Higher Algebra (First Half) (3)		Gardino	Th	6:10-8:40	\$36	p. 36
3-502A.	Differential Equations (First Half) (12)		Malkin	M	6:10-8	\$24	p. 36
3-505.	Theory of Errors (3)		Stieren	W	6:10-8:40	\$36	p. 36
3-509A.	Matrices for Economists (First Half) (3)		Rojko	W	6:10-8:40	\$36	p. 36
3-532.	Introduction to Linear Programming (3)		Bell	W	6:10-8:40	\$30	p. 37
3-533.	Introduction to Operations Research (3)		Hafner	M	6:10-8:40	\$36	p. 37
3-590.	Introduction to Cybernetics (3)		Petley	Tu-Th	6:10-7:55	\$36	p. 37

Statistics							
3-6.	Preparatory Mathematics for Introductory Statistics (non-credit)		Sutec	M	6:10-8	\$24	p. 38
3-126A.	Introductory Statistics (First Half) (2)		\$24	p. 38			
Section I	West	Tu	6:10-8				
Section II	West	Tu	6:10-8				
Section III	Wilmette	M	4:40-6:30				
3-126B.	Introductory Statistics (Second Half) (2)		Ruhrschwalbe	Tu	6:10-8	\$24	p. 38
3-135.	Elements of Statistical Drafting (2)		Guldry	Th	6:10-8	\$24	p. 38
3-318.	Machine Tabulation (12)		Kaufman	M	6:30-8:20	\$24	p. 38
3-380A.	Principles of Statistical Analysis (First Half) (3)		Stauffer	Tu-Th	6:7-15	\$36	p. 39
3-385A.	Elements of Statistical Methods (First Half) (12)		Harvey	W	4:45-6:35	\$24	p. 39
3-100A.	Introduction to Mathematical Statistics (First Half) (4)		Instructor to be announced	Tu-Th	6:10-8	\$48	p. 39
3-105.	Statistics in Experimental Research (3)		Huddleston	Tu	6:10-8:40	\$36	p. 39
3-435.	Sampling in Social and Economic Surveys (3)		Nisselson	W	6:10-8:40	\$36	p. 39
3-450.	Introduction to Population Statistics (3)		Johnston	Tu	6:10-8:40	\$36	p. 40
3-559A.	Electronic Data Processing-General (First Half) (3)		Schwarts	M	6:30-9	\$30	p. 40
3-565A.	Data Processing on Electronic Computers—UNIVAC II (First Half) (2)		McGinn	Th	6:10-8	\$24	p. 40
3-568A.	Data Processing on Electronic Computers—UNIVAC 1107 (First Half) (3)		Rothling	M	6:10-8:40	\$36	p. 40
3-567A.	Data Processing on Medium-Sized Electronic Computers—IBM 650 (First Half) (2)		Zeller	Tu	6:10-8	\$24	p. 41
3-567B.	Data Processing on Medium-Sized Electronic Computers—IBM 650 (Second Half) (2)		Zeller	W	6:10-8	\$24	p. 41
3-580A.	Data Processing on Medium-Sized Advanced Electronic Computers—IBM 7070 (First Half) (3)		Mann	W	6:10-8:40	\$36	p. 41
3-585A.	Data Processing on Electronic Computers—IBM 101-1410 (First Half) (3)			Section I	Street	M	6:10-8:40
				Section II	Nucci	W	6:10-8:40
3-585B.	Data Processing on Electronic Computers—IBM 1401-1410 (Second Half) (3)						\$36 p. 41
Section I	Matlinn	M	6:10-8:40				
Section II	Taylor	W	6:10-8:40				
3-760A.	Programming Techniques for General Purpose Electronic Digital Computer—Scientific Applications (First Half) (3)		Plik	Tu	6:10-8:40	\$36	p. 42
3-770.	Design of Systems for Computer Applications (3)		Alexander and Glaser	Th	6:10-8:40	\$36	p. 42
3-735A.	Theory of Sample Surveys (First Half) (2)		Stelberg	W	6:10-8	\$24	p. 42
3-025.	Federal Statistical Services (non-credit)		Rynn	September 26, 1960, October 24, November 7 (Registration is required, but no fees are charged.)			p. 42

OFFICE TECHNIQUES AND OPERATIONS

Administrative Procedures							
1-101.	Elementary Mathematics (2)		Mouser	Tu	6:10-8	\$24	p. 44
1-108.	Administrative Procedure (2)		Hickey	M	6:10-8	\$24	p. 44
4-201.	Modern Supervisory Practice (2)			Section I	Van Dersal and Associates	M	6:10-8
				Section II	Van Dersal and Associates	W	6:10-8
4-206.	Essentials of Good Office Management (3)		Wagner	W	6:10-8:40	\$36	p. 44
4-112A.	Federal Fiscal Procedure (First Half) (2)		Krueger	Th	6:10-8	\$24	p. 44
4-114.	Federal Personnel Procedure (2)		Staats	Tu	6:10-8	\$24	p. 45
4-115.	Federal Purchasing Procedure (2)		Baldwin	M	6:10-8	\$24	p. 45
4-116.	Federal Budgetary Procedure: Formulation and Presentation (2)			Section I	McNamee	W	6:10-8
				Section II	Arntzen	Th	6:10-8
4-117.	Records Management Procedure (2)		Luttrell and Lando	Tu	6:10-8	\$24	p. 46
4-330.	Government Letter Writing (2)		Boyd	Th	6:10-8	\$24	p. 46

U. S. DEPARTMENT OF AGRICULTURE

GRADUATE SCHOOL

WASHINGTON 25, D. C.

1962 FALL SCHEDULE OF CLASSES

